

FOR OFFICE USE ONLY

Date Received _____
Total PDH's Reported _____
Carryover Hours _____
Written documents Furnished? Yes _____ No _____

TENNESSEE STATE BOARD OF EXAMINERS FOR LAND SURVEYORS
Reporting Form for Continuing Education for **2013**

NAME _____ License Number _____

MAILING ADDRESS _____

COUNTY (If a Tennessee resident) _____

PLACE OF EMPLOYMENT _____

BUSINESS ADDRESS _____

DATE OF BIRTH _____ Social Security # _____

PHONE _____ (W) _____ (H)

_____ (Fax) E-Mail Address _____

Being a newly registered land surveyor on _____, I am exempt from
Date of Registration

continuing education for this 2013-2014 renewal.

Program # & Date Completed	Activity Title & Description of Course/Seminar	Sponsoring Organization & Program Location (City and State)	Total # of PDH'S

(OVER)

WARNING: This document is subject to audit by the Board. False documentation could result in the loss of your Tennessee Land Surveyor's certificate.

AFFIDAVIT

On this _____ day of _____, 20____, I hereby certify the above-mentioned information to be true and correct.

Land Surveyor's Signature

INSTRUCTIONS – PLEASE READ CAREFULLY –

YOU MUST USE THE ORIGINAL CONTINUING EDUCATION FORM WHEN SUBMITTING YOUR CONTINUING EDUCATION INFORMATION.

All surveyors registered to practice in Tennessee must complete this form, sign the affidavit above and mail to the Board office at the address listed below. You **must** also **INCLUDE THIRD PARTY DOCUMENTATION (i.e. certificate of completion)** of your attendance. If courses did not have prior approval, information on the course must be supplied, along with third party documentation showing proof of attendance.

Continuing education documentation may be sent to the Board office as soon as the course/seminar is taken and you have received a certificate of completion. **PER CHAPTER 0820-5-.03(3), THE BOARD WILL NO LONGER ACCEPT OR GIVE CREDIT FOR HOURS TAKEN BUT NOT TURNED IN WITHIN THE APPROPRIATE TIME. IF YOU TAKE A COURSE(S)/SEMINAR(S) IN 2013, THE DOCUMENTATION NEEDS TO BE TURNED IN TO THE BOARD OFFICE BY DECEMBER 31, 2013, ALONG WITH THIS FORM. NO EXCEPTIONS WILL BE MADE. IT IS UP TO YOU, THE LAND SURVEYOR, TO PROVIDE THE BOARD OFFICE WITH PROOF OF ATTENDANCE, NOT THE COURSE/SEMINAR PROVIDER.** If documentation is not provided, you will not be issued a current Tennessee land surveyor's license until the required documentation is received in the Board office. **DO NOT SEND ANY CONTINUING EDUCATION DOCUMENTATION IN THE SAME ENVELOPE AS YOUR RENEWAL FEE.** Send all information pertaining to continuing education to the address shown below:

Tennessee Board of Examiners for Land Surveyors
500 James Robertson Parkway
Nashville, TN 37243-1146
Phone: 615-741-3611
Email: donna.moulder@tn.gov